

Workforce Development Council of Seattle King County

CONTRACT MODIFICATION

Contract #: Y8COS-823-WYO
Start Date: 05/01/2009

Modification No. 01
Execution Date: 8/20/2009

Contractor's Name and Address

City of Seattle
810 Third Avenue, Suite 420
Seattle, WA 98104

This Modification affects the following - all other contractual requirements shall remain unchanged and in full force unless so specified:

Exhibit A, 'Scope of Work'

Exhibit B, 'Budget Summary & Detail'

Execution of this modification shall constitute ratification of earlier agreements between the parties, hereto, the terms and conditions of which are contained herein. The beginning date of performance under the modification shall be 05/01/09 regardless of the date of execution, and the WDC shall reimburse the Contractor for performance hereunder in accordance with the terms and conditions herein contained between that date and date of execution.

1. So much on Exhibit A, 'Scope of Work' is deleted in total;
And replaced with the attached 'Scope of Work'.
2. So much on Exhibit B, 'Budget Summary & Detail' is deleted in total;
And replaced with the attached 'Budget Summary & Detail'.

IN WITNESS HEREOF, the parties hereto have caused this modification to be executed and initiated on the date effective.

For the Contractor

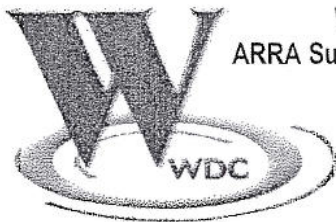

For the WDC: Marléna Sessions, Chief Executive Officer

Date

Date

8-28-09

9/1/09



Workforce Development Council of Seattle-King County
ARRA Summer Youth Employment WIA 1B Out-of-School Youth Services
Contract #Y8COS-822-WYO
Statement of Work Modification #1
City of Seattle Human Services Department
May 1, 2009–October 31, 2009

I. PROGRAM OVERVIEW

This American Recovery and Reinvestment Act of 2009 (ARRA) Workforce Investment Act (WIA) Youth Services contract is awarded through funding decisions made in a competitive Request for Proposals process. The ARRA Summer Youth Employment Program is intended to include high quality and well supervised career related work experiences. Work Experience activities are a required component of this program. Work experience activities can be combined with classroom training and other activities which together result in the attainment and documentation of work readiness skills. The American Recovery and Reinvestment Act of 2009 provide for summer youth employment services. These services must be provided in accordance with the Workforce Investment Act of 1998 (WIA), Title I.

The US Department of Labor provides the following guidance through TEGLNO14-08 March 18, 2009:

In addition to emphasizing summer employment as a major component of the funding, the Recovery Act includes two other significant changes to youth activities under WIA. The Act increases the age eligibility to a maximum of 24 years old. The Recovery Act also states that the work readiness indicator will be the only indicator to assess the effectiveness of summer employment.

Summer Employment Timeline. For purposes of the Recovery Act funds, the period of "summer" will be from May 1 through September 30. "Summer Employment" may include any set of allowable WIA Youth services that occur during the above referenced summer months as long as it includes a work experience component. Work Experience is defined under WIA regulations at 20 CFR 664.460.

The work readiness portion of the skill attainment rate will be the only indicator used for youth that participate in "summer employment" only.

Tracking and Reporting. In order to determine how to track and report youth served by Recovery Act funds, youth will be classified in the following ways:

- Any youth served with Recovery Act funds will be included in a separate Youth Recovery Act report. (Guidance will be provided in an upcoming Recovery Act Performance and Reporting TEGL.
- Any youth served with only Recovery Act funds that participates in summer employment only, will only be included in the Youth Recovery Act report and the work readiness indicator will be the only measure that applies to such youth.

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Program Administration. Eligibility for youth served with Recovery Act funds is the same as for the WIA Youth program, with the exception specified in the Act that allows for youth up to the age of 24 to be served with Recovery Act funds.

Workplace Guidelines. Service providers adhere to current workplace safety guidelines and applicable federal/state wage laws. For information and resources on safety and child labor laws, consult <http://www.youthrules.dol.gov/about.htm> and <http://www.osha.gov/teens>. Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all youth participants employed under WIA. Depending on the facts, FLSA regulations may apply only to the workplace portion, and not to the classroom portion, of summer employment. Any hours spent in classroom training as part of a summer employment opportunity may or may not fall under the FLSA. (If you have questions regarding whether an individual is an employee, or whether an employee's time spent in training is compensable, please contact the Wage and Hour Division at 1-866-4-USWAGE, or at <http://www.dol.gov/esa/WHD>.) Note: Washington State information regarding work rules for minors can be found at <http://www.lni.wa.gov/IPUB/700-022-000.pdf>. Service providers may provide wages or stipends to youth in a classroom-based component of a summer employment.

Priority of Service for Veterans and Eligible Spouses. Given the expanded age range to 24 under the Recovery Act, service providers may encounter an increased volume of veterans. Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. Service providers are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed. Reg. 78132 on December 19, 2008.

Age Appropriate Activities and Work Readiness Goals. Summer employment activities should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk students and high school dropouts, as summer employment may be one of the few opportunities they come across to learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies; what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate. When setting work readiness goals, service providers should follow the definition for a work readiness skill goal as specified in TEGL No. 17-05, Attachment B Definition of Key Terms found at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf. The key part of the definition is the need for service providers to determine whether a measureable increase in work readiness skills has occurred. Service providers should establish a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred.

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Meaningful Work Experience. Work experience is the core component of a summer employment program. All service providers should ensure that participating worksites introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job. Service providers should make an effort to match worksites with participants' interests and goals. Some service providers have created work experience activities where the learning of work readiness skills is acquired on the job. This may be an acceptable model for older youth who already possess the necessary academic skills.

Worksites. Service providers should seek employers that are committed to helping participants receive the experience and training that is required to meet the work readiness goals set for summer employment participants. Service providers should consider a combination of public sector, private sector, and non-profit summer employment opportunities. This may also include project-based community service learning opportunities not conducted at an employer worksite. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical. Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for nondisplacement requirements).

Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company.

Section 1604 of Division A of the Recovery Act states, "none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool." Therefore, service providers should not use Recovery Act funds to place youth in summer employment or work experiences outside the summer months in any of these facilities.

The WDC has established the following guidelines for this program:

Youth Program Elements and Design

It is the intent of this program to (1) seek innovative approaches in youth programs and services; (2) connect more young people in King County with work opportunities; (3) increase young peoples' work readiness and competitiveness in future employment; and (4) increase career planning and skills development offered to young people including post-secondary education.

A. Required Youth Core Services

Service providers must ensure the provision (either directly or through leveraged resources) of the following required core components : a) Outreach, Recruitment and Orientation; b) Eligibility Determination and Registration; c) Objective Assessment; d)

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Individual Service Strategy (ISS); e) Case Management; f) Summer Employment; g) Supportive services that may include linkages to community services; and h) Referral.

B. Additional Youth Service Elements

Because this program is not intended be a standalone activity but rather an entry to the array of services for youth in our County, each youth service provider is responsible for connecting summer employment participants whenever possible and appropriate to services that complement the work experience activities either directly or through collaborative partnerships: Services will be aimed at improving educational achievement, preparing for and succeeding in employment and supporting youth development:

C. Program Dates, Target Groups, Guidelines

- This contract is for services for WIA eligible youth to be delivered between May 1, 2009 and September 30, 2009.
- The WDC is targeting this program to youth and young adults ages 16-24.
- In addition, the WDC is targeting this program towards youth that meet the low income standards described in our eligibility policy. For this program there will be no 5% window for non-low income youth.
- All eligibility factors must be documented. Note: youth with disabilities are considered to be low income for the purpose of WIA eligibility.
- Veterans up to age 24 and their eligible spouses have priority for this program.
- This program is intended to increase the number of youth receiving these services and is targeted to "new" enrollments. Youth currently enrolled in WIA funded programs should not be included in the performance plan.
- All participants must receive a work experience as part of their Individual Service Strategy.
- Proposers must adhere to current workplace safety guidelines and applicable federal/state wage laws.
- Fiscal and performance reporting guidelines have not been finalized for this program. Further modifications to this statement of work will be initiated upon the receipt of additional information.
- Additional information concerning WDC WIA Youth Policies and Guidelines policies can be found at:
http://www.seakingwdc.org/Templates/sp_policies.html

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II. PROGRAM DESIGN DESCRIPTION

1) Please use the table below to describe your agency and its service delivery structure, your partners, funding amount associated with subcontracted partners, if applicable, and the key roles & responsibilities of each partner.

Contractor and Partner Agency Name	Partner receives WIA funds (Y/N)	IF YES, indicate the dollar amount to be subcontracted to the agency.	Leveraged funds (if any) contributed by partner agency	List key roles & responsibilities of each partner agency (including City of Seattle Human Services Department).
City of Seattle/Human Services Department	Yes	\$248,734	\$33,333	Consortium Lead & Contract Development; Sub-contract Development; Monitoring & Auditing; Contract Reporting/Representation to WDC; SKIES Database Entry & Management; Recruitment/Enrollment; Case Management; Job Development; Employment Training; Transitional Services
City of Seattle/Dept. of Transportation	Yes	\$8,750	0	Group Project Development; Employment Training
City of Seattle/Parks and Recreation	Yes	\$10,000	0	Group Project Development; Employment Training
EOS (Environmental Outreach and Stewardship)	Yes	\$4,620	0	Group Project Development; Employment Training
Metrocenter YMCA	Yes	\$44,839	0	Recruitment/Enrollment; Case Management; Employment Training; Job Development; Transitional Services
Neighborhood House	Yes	\$11,112	0	Recruitment; Case Management; Employment Training; Job Development; Transitional Services
YouthCare	Yes	\$124,939	0	Recruitment/Enrollment; Case Management; Employment Training; Job Development; Transitional Services
TOTAL:		\$412,193		

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D. Service Design and Approach

1. Serve a Diverse Customer Base

The Workforce Development Council respects, values, and celebrates difference. We strive to maintain a high level of cultural awareness and believe that cultural competence is a developmental process which evolves over time. We feel it is critical that our organizational policies and operation, as well as the services we support, reflect the value that we place on honoring individual difference. To that end, the WDC encourages inquiry and sharing.

The population in King County is diverse, representing many different ethnic groups, languages, abilities, family types, ages, and backgrounds. In an effort to serve a diverse customer population that is representative of the WIA eligible populations in King County, Seattle Youth Employment Consortium will provide outreach to and serve a diverse customer base, including adjudicated youth, youth with disabilities, foster care youth, and homeless youth.

2. Worksites and Projects: The Consortium will place a mix of in-school and out-of-school participants in the following planned and established internships and group projects that focus on high growth sectors:

a. Green Jobs.

- EOS (Environmental Outreach & Stewardship) will provide up to eight energy audit internships, ten internships for a habitat restoration group project, and one environmental training production intern.
- The Green Seattle Partnership will provide up to 10 internships in each of two environmental restoration and urban trail projects working on the Urban Forestry Crew. Participants will learn about applied ecology, habitat restoration methods, trail construction and project planning.

b. Health Care.

- Project HANDLE will provide up to 10 internships each in two peer health education/technology projects providing communities of color with information about 1) tobacco cessation and 2) substance abuse and AIDS.
- King County Public Health, in partnership with Metrocenter's Tech Program, will provide up to 10 internships in a health education and promotion project that supports the work of school-based health centers. Interns will develop health materials including a public health resource page on pugetsoundoff.org.
- Additional internships include Swedish Hospital, VA Hospitals, and nursing homes.

c. Technology.

- Metrocenter will provide up to 10 internships in their Puget Sound-Off Digital Connectors project exposing youth to community marketing and advocacy using technology. Youth will post their work on pugetsoundoff.org to engage with the community.

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- Additional technology worksites include community computer labs and City of Seattle departments.

d. Trades.

- Seattle Parks and Recreation will provide up to 10 internships in the skilled trades. Participants will be paired with carpenters, electricians, plumbers, painters and metal fabricators to gain hands-on experience in the skilled trades.

III. PROJECTED ACTIVITY/PERFORMANCE BENCHMARKS & OTHER OUTPUTS

ARRA Summer Youth WIA Performance Levels for Registered Youth Participants

Section 2: Activity/Performance Projections by Quarter for WIA Youth*

A. PLANNED PERFORMANCE FORM

YOUTH

The following chart should reflect new enrollees for Summer 2009. (May 1, 2009 – September 30, 2009). Include only customer outcomes/activities to occur during Summer 2009. (May 1, 2009 – September 30, 2009)

ARRA SUMMER YOUTH SERVICES PLAN LEVELS	Total Youth (all ages, 16-24 yrs old)	
Out-of-School Youth (OSY)	Quarter ending 6/30/2009	Quarter ending 9/30/2009
Total New Registrations	10**	130
Skill Attainments	0	114
Work Readiness Attainment	0	114
Total Work Experiences*	0	130
Subsidized Summer Employment/ Internship	0	130
Total Exits	0	130

*For Summer Youth activities offered between May 1, 2009 and September 30, 2009 it is expected that all participants will participate in a Work Experience component.

**Youth who register in this quarter will not attain a skill or exit until the quarter ending 9/30/09. These attainments and exits are included in the counts for the quarter ending 9/30/09.

Note: Variance of 15% per quarter on performance measures may result in corrective action.

Note: Current USDOL guidance is that for Youth who receive a work experience and are exited by September 30, 2009, the only performance measurement that will be applied is the attainment of work readiness skills. Benchmarks have not yet been established.

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IV. SYSTEM PARTICIPATION REQUIREMENTS

Contractor agrees to work toward the following system requirements:

Customer documentation

- Comply with applicable WDC policies, guidelines, and technical assistance which can be found at: http://www.seekingwdc.org/Templates/sp_policies.html.
- Maintain customer files that reflect on-going assessment and contain eligibility documentation, assessment results, case notes and other documentation of services if required.
- At enrollment, inform customers of follow-up exit interview; update contact information on customers accordingly.
- Use SKIES to accurately enter customer data on a regular basis; ensure that staffs are trained to use SKIES.
- Agree to collect data elements as required by the WDC and submit required reports to the WDC.

Administrative

- Attend meetings at the WDC with other WIA youth service providers as required.
- Fully cooperate with all monitoring visits from WDC staff or from government agencies such as the Department of Labor.
- Attend WDC-required training sessions related to WIA youth program performance, case-management, and other topics identified as system-wide priorities by the WDC.
- Should federal or state definitions of performance benchmarks change, the WDC reserves the right to modify this contract.

Consortium Management *[Note: for all contractors administering consortia]*

- Convene consortium partners on a regular basis to discuss system operations and support positive performance outcomes.
- Work with consortium partners on planning and successful implementation of WIA and WDC policies and services.
- Conduct subcontractor monitoring visits and reports, including case-file reviews, for each subcontract at least once per contract period.

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY
BUDGET SUMMARY

CONTRACTOR: City of Seattle Human Services Department

Contract # Y8COS-823-WYO Budget Mod #1

FUNDING SOURCE: ARRA WIA Out of School Youth Funding

COST CATEGORY	TOTAL
PERSONNEL COSTS	\$ 80,848
OPERATING COSTS	\$ 8,274
STAFF TRAVEL	\$ 3,192
CAPITALIZED EQUIPMENT PURCHASES	\$ -
CONTRACTUAL COSTS	\$ 204,260
INDIRECT OR SHARED COSTS	\$ -
DIRECT PARTICIPANT COSTS	\$ 156,420
PROFIT MARGIN (FOR PROFIT AGENCIES ONLY)	\$ -
TOTAL BUDGET:	\$ 452,994

PARTICIPANT COSTS BREAKDOWN: FOR INFORMATIONAL PURPOSES ONLY

INDIVIDUAL TRAINING ACCOUNTS	\$ -
OTHER TRAINING (OJT, WORK EXP., VOCATIONAL EXPLORATION)	\$ 132,720
SUPPORT SERVICES	\$ 23,700
TOTAL PARTICIPANT COSTS:	\$ 156,420

NON BUDGET DETAIL: FOR INFORMATIONAL PURPOSES ONLY

LEVERAGED FUNDS	\$ 33,333
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WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY STAFF WAGES - NON SALARY
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

Contract # Y8COS-823-WYO Budget Mod #1

Contract # Y8COS-823-WYO Budget Mod #1

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WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY FRINGE BENEFITS
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

FRINGE BENEFITS	ADMINISTRATIVE STAFF	PROGRAM STAFF	TOTAL
Stimulus Program Supervisor	1,236		1,236
Counselor	6,954		6,954
Accounting Technician	2,720		2,720
fringe benefit rate = 15.60%			
TOTAL FRINGE BENEFITS	10,910	0	10,910



WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY OPERATING EXPENSES
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

CONTRACTOR: City of Seattle Human Services Department

Contract # Y8COS-823-WYO Budget Mod #1

OPERATING EXPENSES	TOTAL
Office Supplies	3,462
Communications	720
Postage	330
Facilities Rental (38% of 3% of annual office rental)	3,762
TOTAL OPERATING	8,274



<p align="center">WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY</p> <p align="center">STAFF TRAVEL</p>
<p>CONTRACTOR: City of Seattle Human Services Department</p>
<p>Contract # Y8COS-823-WYO Budget Mod #1</p>

LOCAL (Within King County)	TOTAL
Vehicle Rental/Lease & Parking (\$350 per month x6 cars x4 months x 38% of total)	3,192
SUBTOTAL LOCAL TRAVEL	3,192
OUT-OF-AREA (Outside King County)	TOTAL
SUBTOTAL OUT-OF AREA TRAVEL	0
TOTAL STAFF TRAVEL	3,192



WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY CONTRACTUAL SERVICES
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

CONTRACTOR: City of Seattle Human Services Department

Contract # Y8COS-823-WYO Budget Mod #1

[illegible]

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY DIRECT PARTICIPANT COSTS
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

TUITION, BOOKS AND SUPPLIES	TOTAL
SUBTOTAL	0
OTHER TRAINING	TOTAL
Wages @ \$10/hour x 24 hours/week x 7 weeks for 79 youth	132,720
SUBTOTAL	132,720
SUPPORT SERVICES	TOTAL
Training, test fees, clothing and transportation (79 youth x \$300/youth)	23,700
SUBTOTAL	23,700
TOTAL DIRECT PARTICIPANT COST	156,420



WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY LEVERAGED FUNDS
CONTRACTOR: City of Seattle Human Services Department
Contract # Y8COS-823-WYO Budget Mod #1

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WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE - KING COUNTY LEVERAGED FUNDS
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SOURCE OF LEVERAGED FUNDS	TOTAL
City of Seattle General Fund	33,333
TOTAL OPERATING	33,333



